



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**ARMY CONTRACTING AGENCY**  
**U.S. ARMY CONTRACTING ELEMENT, PACIFIC**  
**BUILDING T115**  
**FORT SHAFTER, HAWAII 96858-5430**

SFCA-PRB-S

1 Oct 03

MEMORANDUM FOR Army Contracting Agency, Pacific Region, Contracting Activities

SUBJECT: Pacific Region Implementation Memorandum (PRIM) 04-01, Change in Acquisition Instruction Procedures for Army Contracting Agency, Pacific Region (ACA-PR)

1. Reference Memoranda:

a. APAM, 5 May 97, subject: Change in HQ USARPAC Acquisition Instruction Procedures.

b. SFCA-CP, 30 Sep 02, subject: Distribution of the U.S. Army Contracting Agency (ACA) Acquisition Instruction (AI).

2. This memorandum defines the purpose of the PRIM which will replace US Army Pacific's (USARPAC) Acquisition Instruction Memoranda (AIMs).

3. Based on Reference 1a, USARPAC has issued AIMs to implement or supplement the Federal Acquisition Regulations System (FAR, DFARS, and AFARS).

4. Mrs. Sandra O. Sieber, Head of the Contracting Activity (HCA), ACA, has issued ACA Acquisition Instruction (AI) through Reference 1b to provide acquisition guidance for ACA contracting activities. The AI will become mandatory for all OCONUS ACA activities effective 1 Oct 03.

5. Effective 1 Oct 03, all USARPAC AIMs are rescinded. Contracting activities in ACA-PR area of responsibility will comply with the ACA AI. An electronic copy of the ACA AI is available at: <http://aca.saalt.army.mil/Library/Acq-Instructions.htm>. Acquisition letters will be issued to revise the ACA AI. In addition, ACA policy memoranda may be issued to provide additional guidance or policy. Electronic copies of policy memoranda are available at: <http://aca.saalt.army.mil/Library/ACA-policy/ACA-policy.htm>.

6. The Office of the PARC (OPARC), ACA-PR, is responsible for issuing informational and implementation instructions to all contracting activities under the ACA-PR area of responsibility. The PRIMs will be issued to supplement the ACA AI and provide administrative and procedural implementation guidance.

SFCA-PR

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7. The PRIMs are numbered using the fiscal year in which the guidance is issued followed by a numeric character (in sequential order). All PRIMs will be posted in Collaboration Center at the Army Knowledge Online (AKO) under ACA's Pacific Region knowledge center.
8. The PRIMs will be posted and maintained by the Business Operations Division. Subject matter points of contact will be noted in each document.
9. For additional information regarding PRIM 04-01, please contact Mr. Duane Inoue, SFCA-PRB-S, Commercial (808) 438-2233, DSN 438-2233, [inoued@shafter.army.mil](mailto:inoued@shafter.army.mil).

  
HANK SPEAKMAN  
Director, ACA Pacific Region  
Principal Assistant  
Responsible for Contracting